

QUARTERLY GIFT PACKAGE AUTHORIZATION

FROM: (Include full name and address as well as relationship to the offender)

An offender at LCC may receive one gift package per quarter. No C.O.D. or any contract payment is allowed. The quarters are (Please specify):

- ☐ 1st Quarter (Dec-Feb) ☐ 2nd Quarter (Mar-May)
☐ 3rd Quarter (Jun-Aug) ☐ 4th Quarter (Sept-Nov)

In accordance with Department of Corrections Policy and LCC Operational Memorandum, offender packages may weigh no more than 15 pounds. Food items, snacks, drinks, personal hygiene items, playing cards, razors, watches, etc., which are available through the offender store, without regard to brand name, are not permissible.

~~Clothing is limited to wash and wear materials only. A sales slip must accompany the items.~~
~ONLY THE ITEMS LISTED BELOW ARE AUTHORIZED; NOT TO EXCEED THE LISTED PRICE~

Quantity – Description	Value	Quantity – Description	Value
2 - Shorts - No tight-fitting, i.e., spandex, lycra, or other elasticized material; no cutoffs or altered; no less than 4" inseam; no invisible pockets or reversible shorts; no open fly boxer-style	\$20 ea.	3 - Undershirts - Standard; short sleeved; plain white T-shirt; crew or V-neck	\$5 ea.
1 - Jacket - Light lining; hoodless; sweaters/sweatshirts with zipper, snap, or button front; waist length	\$50	3 - Undershorts - Boxer shorts; cotton/cotton blend; white	\$5 ea.
1 - Robe - Standard tie waist; ¾ length only	\$50	2 - Socks - Non-solid white dress sock; standard crew or calf length; gym or dress; pair	\$3 pair
2 - Pants - Pants/jeans; sized proportionately to the offender; straight leg or boot cut leg; no tight-fitting, i.e., spandex, lycra, or other elasticized material; no invisible pockets or reversible pants; no cargo pants or pockets on pant legs; no hip-huggers or low-rise; no lanyards, no carpenter	\$40 ea.	2 - Handkerchiefs - White only, no larger than 12" x 12", no bandanas	\$2 ea.
1 - Sweater - Knit pullover; crew or V-neck; snap, turtleneck, button front; no zipper	\$35	1 - Belt - Plain leather or cotton mesh; open buckle no larger than 2" x 2", unlined	\$20
1 - Athletic Supporter - Standard design	\$10	JEWELRY - Combined maximum value for all jewelry is \$300.00 , except for wedding bands, jewelry cannot be solid gold or sterling silver	
2 - Sweat Clothes - Top-standard long sleeve pullover, crew or V-neck. Bottom- standard drawstring/elastic waist; elastic or open ankle; no jogging suits 2 piece set; cotton/cotton blend, non-hooded; pullover, crew or v-neck; no zipper	\$35 Set	1 - Wedding Band/Ring - No gems/stones; only authorized if the offender is married (must have notarized copy of license)	\$100
1 - Long Underwear - Standard two-piece set; top and bottom; no one-piece	\$30 Set	1 - Neck Chain - 24" maximum; no gems/stones	\$50
3 - Shirts - No "half shirts" or mesh type; no epaulets	\$25 ea.	1 - Medallion - No larger than 2"; no gems/stones	\$50
1 - Pajamas - No silk.	\$25 Set	1 pair - Earrings - Post type only; no gems/stones; no larger than 8mm	\$15 pair
2 - Shoes - Sneakers/tennis shoes/dress shoes; 6" or less from bottom of heel to top of shoe/sneaker; 1" or less heel thickness for all non-continuous soled shoes; tennis shoes are continuous soled shoes; all shoes must pass metal detector. (See back side of form for shoe restrictions/requirements.)	\$100 ea.	1 - Raincoat - Clear plastic only	

RESTRICTIONS AND GUIDELINES ON REVERSE SIDE OF FORM

It is necessary for the institution to regulate packages. You are responsible for completing this form and mailing it to the person you wish to send you a package. This form must be filled out and mailed early enough so that the package arrives during the quarter you have identified above. **THIS FORM MUST BE IN THE PACKAGE. IF IT IS NOT, THE PACKAGE WILL BE RETURNED AT THE OFFENDER'S EXPENSE. NO EXCEPTIONS!**

OFFENDER NAME: _____ DOC # _____ UNIT _____

OFFENDER SIGNATURE _____ DATE _____

RESTRICTIONS AND GUIDELINES

1. The total package must not weigh more than fifteen (15) pounds and not measure more than 10"x21"x14". The package must include this authorization form. In the event the package contains contraband (unauthorized items), the items will be rejected and the offender will be held responsible for the shipping cost to mail the items out of the institution within ten (10) days.
2. If illegal contraband items are found in the package, the total package will be turned over to the appropriate law enforcement agency for possible prosecution. Packages containing contraband not subject to criminal prosecution will have the contraband removed and rejected. The remainder of the package may be delivered to the offender.
3. If a package is received with an excessive amount of contraband, the entire package may be rejected. Items of contraband (rejected items) not subject to criminal prosecution will be disposed of by the most expedient method possible in accordance with WAC 137-36-040.
4. Prices listed on the front of this form are the maximum price allowed. Price tags must remain on the clothing items and a store sales receipt must be included in the package, along with the gift package authorization form.
5. Only the items listed on the front of this form are authorized. Any unauthorized item **will be** rejected, returned to the sender at the offender's expense or disposed of per policy.
6. **Only new, wash and wear clothing is allowed.**
7. Recommend light-colored clothing. Black, red, military, camouflage, dark-colored clothing, or clothing that resembles the color or style of staff uniforms is **prohibited**.
8. Coveralls, bib coveralls, jumpsuits, and hooded clothing are **prohibited**.
9. Shoes are prohibited unless purchased by the offender's family member from one of the following vendors: Access Catalog, Eastbay, Union Supply Direct, or Mike's Better Shoes. Shoes must be mailed from the vendor to the offender. The shoes will count as a quarterly package. Shoes must comply with requirements noted on the front side of this form, including description, number, and dollar value.
10. Items made of or trimmed in leather, imitation leather, or vinyl are **prohibited**.
11. All shirts and T-shirts must extend to at least the waistline and be of the appropriate size to fit the offender. White T-shirts with pockets are **prohibited**. Drawstring collars are **prohibited**.
12. Tank tops, "Muscle" or sleeveless type shirts are **prohibited**.
13. Oversized clothing is **prohibited**. Pants and shorts with pockets in other than traditional locations are **prohibited**. Cargo pockets and Carpenter pants are **prohibited**. No carpenter loops on pants.
14. Patches, graphics, and writing are **prohibited** on clothing items. Logos associated with a manufacturer's brand name will be allowed (i.e., small, inconspicuous brand name identifiers [e.g., "Levi's" sewn in pocket tag]). Logos maximum size is 4 inches. T-shirts with sports team logos are not acceptable since teams do not manufacture the T-shirt.
15. Books, magazines, cassette tapes and letters are **prohibited**.
16. Female clothing is **prohibited**.
17. Do not enclose handwritten or typewritten materials in the package. The only printed material allowed in the quarterly package is this form and the receipt/sales slip.
18. Do not gift wrap items. Gift wrapping will be destroyed upon package inspection.